



ZONING ORDINANCE VARIANCE

Application Submittal Requirements

Schedule a meeting with your project coordinator before submitting your application.

This checklist has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, a Project Coordination Manager will check off the items on this Shopping List that are required with your submission.

Date: _____

Coordinator: _____

Project No.: _____ - PA - _____

Case No.: _____ - BA - _____

Purpose

The Board of Adjustment has the power to review and decide on administrative decisions or zoning requirements which create unnecessary hardships in the development of property because of exceptional or extraordinary conditions (where the hardship was not created by the property owner). Unlike other boards or commissions, the Board of Adjustment makes the final decision on items that come before it, and variances are not passed on to City Council for final approval.

The Board of Adjustment is not authorized to:

- Make any changes in special circumstances self-imposed by the property owner.
- Adjust or change conditions placed by the City Council at the time of rezoning or use permit approval.

Zoning Ordinance Variances

A variance from the provisions of the Zoning Ordinance shall not be authorized, as required by state statute, unless the Board shall find sufficient evidence of the following:

1. There are special circumstances or conditions applying to the land, building, or use referred to in the application which do not apply to other properties in the district; *and*
2. Such special circumstances were not created by the owner or applicant; *and*
3. The authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights; *and*
4. The authorizing of the application will not be materially detrimental to persons residing or working in the vicinity, to the adjacent property, to the neighborhood, or to the public welfare in general.

Appeals from Staff Decisions

The Board will hear appeals from decisions made by staff responsible for interpreting and enforcing the Zoning Ordinance. These appeals shall be filed within thirty (30) days of such decisions on a form provided by the City.

*For more information on the Board of Adjustment process and procedures,
please call your staff coordinator at 480-312-7000.*

Planning and Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088



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Submittal Requirements

All Graphics And Plans Shall Be To Scale And Dimensioned.

Part I. General Requirements

- ☐ 1. Project **Application Form & Fee:** \$_____
- ☐ 2. **Justification Form** (provided)
- ☐ 3. **Property Owner's authorization.**
- ☐ 4. **HOA Approval** (if applicable)
- ☐ 5. **Community Input Certification** (provided)
- ☐ 6. **Photographs** mounted on 8-1/2x11 sheets (showing existing site, structures & adjacent properties)
- ☐ 7. **Context Aerial** and/or Site Location Map – 1 full size and two (2) 8-1/2 x 11 copies
AERIAL SHALL NOT BE MORE THAN 1 YEAR OLD AND SHALL INCLUDE:
_____ 500 foot radius from site
_____ 1/4 mile radius from site
_____ other: _____
- ☐ 8. **Maricopa County Assessor's Parcel Map** with site location highlighted
- ☐ 9. **Legal Description** – 2 copies
- ☐ 10. **Site Location Map**
- ☐ 11. Other: _____

Part II. Required Plan & Related Data

For each plan clearly delineate the difference between the requested variance and the City Standard and submit:

- ☐ Full Size (30" x 42" maximum) - 2 copies
- ☐ 11" x 17" - 1 copy (suitable for reproduction)
- ☐ 8-1/2" x 11" - 2 copies (suitable for reproduction)
- ☐ 1 transparency
- ☐ 1. **Site plan** indicating extent and location of additions, buildings, and other structures. Site plan shall indicate dimensions of existing and proposed structures, sidewalks, or driveways as well as any required setbacks.
- ☐ 2. **Floor plan(s)** of additions, alterations, or new structures. The floor plan shall be dimensioned and clearly delineate existing and proposed construction.
- ☐ 3. **Elevation drawings** of new additions, buildings, or other changes with materials and colors noted and keyed to material samples.
- ☐ 4. **Detail drawings.**
- ☐ 5. Other: _____

By signing below, the parties agree that the above documentation has been submitted/received.

Applicant Signature

Coordinator Signature *(required prior to submittal)*

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Project Description / Variance Details

Case Numbers: _____ - PA - _____ / _____ - BA - _____

Project Name: _____

Location: _____

Property Details:

☐ Single-Family Residential ☐ Multi-Family Residential ☐ Commercial ☐ Industrial

Use: _____ Zoning: _____

Number of Buildings: _____ Height: _____

Setbacks: N - _____ S - _____ E - _____ W - _____

Description of Request:

Section of the Zoning Ordinance to be varied: _____

Project Narrative:

Scottsdale Ordinance Requires: _____

Request: _____

Amount of Variance: _____

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Justification for Variance

The Board of Adjustment may not authorize a zoning ordinance variance unless ALL of the following criteria are met. Use the space provided to present your evidence that the requested variance complies; you may attach a separate sheet if you need more room.

1. Special circumstances/conditions exist which do not apply to other properties in the district:

2. Authorizing the variance is necessary for the preservation and enjoyment of substantial property rights:

3. Special circumstances were not created by the owner or applicant:

4. Authorizing the application will not be materially detrimental to persons residing or working in the vicinity, to the adjacent property, to the neighborhood, or to the public welfare in general:

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